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# SUMMER PROGRAM—1944

TEN WEEKS

*Beginning June 12*

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U. S. DEPARTMENT OF AGRICULTURE

ADMINISTRATION • ARTS • SOCIAL SCIENCES

STATISTICS • LANGUAGES

FEDERAL PROCEDURES

OFFICE TECHNIQUES



GRADUATE SCHOOL  
DEPARTMENT OF AGRICULTURE

WASHINGTON

MAY, 1944

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## Summer Program 1944

### *Ten Weeks Beginning June 12*

The Graduate School offers continuation-study opportunities to Federal employees, at both graduate and undergraduate levels. It offers only a small number of summer courses, chiefly selected on the basis of student interest shown during the fall and spring semesters. Several elementary courses are made available to enable students to qualify for more advanced courses in the regular sessions. Unless otherwise specified, all courses are limited to ten weeks in length.

#### REGISTRATION

##### *Time and Place*

Registration may be made at any time before the courses begin. It is strongly recommended that students register at once, to avoid the inconvenience of delays near the close of the registration period. Registration must be made at the Graduate School Office, Room 1031, South Building, Department of Agriculture, 14th and Independence Avenue, S.W.

##### *Fees and Payment Plan*

The fees are indicated after the title of each course. Arrangements may be made at the time of registration for payment in two installments, for which there will be an additional service charge of \$1.00 for each course. The first installment of not less than half the full fee, plus the \$1.00 service charge, must be paid at the time of registration. The second and final installment must be paid on or before July 8. Failure to pay will result in automatic suspension from the course.

##### *Late Registration Fee*

Students who register after June 17 must pay a late registration fee of \$1.00.

##### *Other Policies*

All general regulations of the School, including those on refund policy, apply to the summer session. These regulations are fully explained in the 1943-44 Announcement, copies of which may be obtained on request.

#### OFFICE HOURS

Monday through Friday—9 A.M. to 6:20 P.M.  
Saturday—9 A.M. to 1 P.M.

## ARTS

### 185. Pencil Sketching and Freehand Drawing (2)

M-W 6-8 beginning June 12; two additional hours of individual project work.  
\$15 HENRY OLSON

Emphasizes the study of shade, shadows, and perspective. An intensive study of theory, harmony of lines, and outdoor sketching. Water color and oils may be used depending on the individual student. The projects assigned for the two additional hours will be applicable to the theories of art. Each student will receive individual criticism. Open to both beginners and advanced students.

### 192B. Applied Photography (2)

M-W 6-9 beginning June 12. \$12 plus \$2 (materials fee) ELBRIDGE C. PURDY

The course, elementary and basic in character, is designed to meet the needs of the amateur. Demonstrations are given with laboratory work. Individual guidance will be given students. The results of the work will be analyzed. Topics covered: films and plates, use of cameras and lenses, exposure, composition, darkroom techniques, developers and development, theory and practice of making contact and projection prints, outdoor and indoor photography, filters and their use, lighting and posing in portraiture, and color photography. This course includes use of studio and laboratory facilities.

## CLASSICS

### 44. Seminar in the Classics (0)

Tu 8-10 beginning June 13. \$10 IOLA R. SCOFIELD

Seminar discussion of great books of poetry, history, philosophy, and criticism. The reading list for the summer term emphasizes political ideas. It will consist of the following: (1) Plato: *The Apology* and *Crito*; (2) Plutarch: *Lives* (Lycurgus, Solon, Numa); (3) Plato: *The Statesman*; (4) Shakespeare: *Timon of Athens* and *Troilus and Cressida*; (5) Gibbon: *Decline and Fall of Roman Empire*; Chapters XV, XVI; (6) Rousseau: *A Discourse on Political Economy* and Marx: *The Communist Manifesto*; (7) J. S. Mill: *On Liberty*; (8) Ruskin: *Unto This Last*; (9) Ibsen: *Ghosts* and *Rosmersholm*; (10) Hamilton, Madison: *The Federalist Papers* (selections).

### 48. Tutorial in the Classics (0)

Tu 6-7 beginning June 13. \$5 IOLA R. SCOFIELD

Close reading and analysis of three great political books: Plato: *Gorgias*; Machiavelli: *The Prince*; Rousseau: *The Social Contract*.

## ENGLISH AND SPEECH

### 223. Descriptive English Grammar (2)

Tu 6-9 beginning June 13. \$12 SUSAN E. HARMAN

A course in grammatical principles, stressing sentence structure and correct English form. Students are required to analyze sentences by diagram and to correct examples of bad English.

### 229. Effective Speaking (2)

Tu 6-9 beginning June 13. \$12 HESTER B. PROVENSEN

Clear, forceful, and convincing expression is the result of directed practice in a variety of speech situations. This course concentrates on preparation and practice in public speaking and the speech arts. Speeches for special occasions, description, exposition, radio speaking, story telling, and training in the art of conversation. Emphasis is on practice; knowledge of speech fundamentals is presupposed.

### 231. Speech for Business and Government (2)

M 6-9 beginning June 12. \$12 GEORGE E. BEAUCHAMP

Instead of public speaking, this course deals with how to present clearly one's ideas, adjust complaints, make oral reports, and conduct or take part more effectively in the personal interviews, conferences, and discussions which are a part of government and business procedure. Training in organizing and expressing one's thoughts with more effect in day-to-day office situations forms the basis of the course.



### 43. Personal Development (0)

W 6-9 beginning June 14. \$12

HESTER B. PROVENSEN

Discovery and development of the potentialities of each student. Poise, confidence, appearance, make-up, dress and color sense, art of conversation, cultivation of wider range of interest, and curiosity. Actual social situations created and discussed. Conferences, guest speakers.

### 418. Practical English Usage (2)

M-W 6-7:30 beginning June 12. \$12

HELEN W. WILLIAMS

This course enables students through practice to master the fundamentals of correct English. Troublesome problems of English usage, sentence structure, choice of words, style, and grammar, are studied as aids to clear and forceful writing of letters, memoranda, and reports.

### 419. Vocabulary Building (2)

Tu 6-9 beginning June 13. \$12

SALLIE M. PEASE

Designed to help writers and speakers express ideas clearly and attractively. It embraces word study and selection, diacritical markings, synonyms and antonyms, prefixes and suffixes, usage exercises, and other means of developing a broad and useful command of words.

## FOREIGN LANGUAGES

Foreign language courses are given at four levels:

Elementary—two semesters

Conversation—one or two semesters

Intermediate—two semesters

Technical—one or two semesters

*Elementary year*—foundation work in grammar, vocabulary, reading, and translation, with some conversation.

*Intermediate year*—grammar review, more difficult reading and translation, use of idioms, writing and discussion in the language.

*Conversation*—development of facility in discussion and reading, use of idioms, writing and thinking in the language without translating.

*Technical*—development of technical vocabularies in special scientific or commercial fields. In general, it is best to take the courses in the order indicated unless the student has had training equivalent to the preceding courses.

*Note:* Course numbers followed by (a) are first-half of that course, or by (b) are second-half.

### 238<sup>a</sup>. Elementary Chinese (4)

Tu-Th 6-9 beginning June 13. \$24

I-MIEN TSIANG

### 254<sup>a</sup>. Intermediate French (3)

Tu-F 6-8:15 beginning June 13. \$18

HARRY B. HUMPHREY

### 45. Everyday French (0)

Tu-Th 6:30-8:45 beginning June 13. \$18

PAUL L. GRIGAUT

Accuracy and facility in the use of oral French will be attempted through the use of dictation, conversation, and other devices. The work will be adapted to those entering the course. There is no prerequisite. The course is designed especially for those who wish to acquire fluency in the spoken language of today.

### 259<sup>a</sup>. Elementary German (3)

Tu-F 6-8:15 beginning June 13. \$18

MAX LEDERER

### 270<sup>a</sup>. Elementary Italian (3)

Tu-Th 6-8:15 beginning June 13. \$18

MARIO MAIOLATESI

### 275<sup>b</sup>. Elementary Japanese (3)

Tu-Th 6-8:15 beginning June 13. \$18

JOSEPH G. YOSHIOKA

### 295<sup>a</sup>. Elementary Russian (3)

Tu-F 6-8:15 beginning June 13. \$18

GEORGE M. SAHAROV

### **295<sup>b</sup>. Elementary Russian (3)**

M-Th 6-8:15 beginning June 12. \$18

NATHALIE VON BRETZEL

### **297. Conversational Russian (2)**

W 6-9 beginning June 14. \$12

GEORGE M. SAHAROV

### **46. Everyday Russian (0)**

Th 6-9 beginning June 15. \$12

MOOZA VARVARA POOKHIR

Accuracy and facility in the use of oral Russian will be attempted through the use of dictation, conversation, and other devices. The work will be adapted to those entering the course. There is no prerequisite. The course is designed especially for those who wish to acquire fluency in the spoken language of today.

### **300<sup>a</sup>. Elementary Spanish (2)**

Section I —M 6-9 beginning June 12. \$12

Section II —Tu 6-9 beginning June 13. \$12

Section III—W 6-9 beginning June 14. \$12

MANUEL DE J. SAINZ

MICHELANGELO DE ROSA

RUBERTA M. OLDS

### **300<sup>b</sup>. Elementary Spanish (2)**

Section I —M 6-9 beginning June 12. \$12

Section II—W 7-10 beginning June 14. \$12

RUBERTA M. OLDS

ESTHER R. BROWN

### **301<sup>a</sup>. Intermediate Spanish (2)**

M 6-9 beginning June 12. \$12

MADALINE W. NICHOLS

### **47. Everyday Spanish (0)**

W 6-9 beginning June 14. \$12

MANUEL DE J. SAINZ

Accuracy and facility in the use of oral Spanish will be attempted through the use of dictation, conversation, and other devices. The work will be adapted to those entering the course. There is no prerequisite. The course is designed especially for those who wish to acquire fluency in the spoken language of today.

## **MATHEMATICS AND STATISTICS**

### **102. Algebra (2)**

M 6-9 beginning June 12. \$12

C. H. GRAVES

This will serve as the prerequisite for introductory courses in statistical analysis and for Trigonometry and Analytic Geometry (Math. 103).

Fundamental rules of algebra; exponents; logarithms; proportion; manipulations with proportions; identities and conditions; solution of equations; binomial theorem; numerical approximations. Uses of symbols of operations. Determinants; solution of equations by the reciprocal matrix. Theory of equations; progression series. Permutations and combinations. Graphical methods are illustrated throughout the course. Emphasis is placed on applications to statistics and the physical sciences.

Prerequisites: High-school algebra, and plane and solid geometry.

### **123. Survey of Statistics (3)**

Tu-Th 7-9:15 beginning June 13. \$18

JOSEPH STEINBERG

A non-mathematical course designed particularly to train statistical clerks in the statistical treatment of data in the fields of economics, sociology, and business. Algebra is reviewed as required. Operations with symbols. Summarizing data by tabulation and by statistical predictions. The Shewhart control charts. Randomness. Computations and interpretation of statistical functions such as means, median, mode, moments, correlation. Business indexes. Trend analysis and curve fitting. Graphic analysis. Lectures and supervised instruction in calculations and table making. Short cuts by the use of charts, multiplication tables, logarithms, slide rule and other devices.



## 711. Mathematics for Economists (2)

W 6-9 beginning June 14. \$14

GERHARDT TINTNER

This course proposes to give an introduction to differential and some integral calculus especially designed for economists. It will deal with the following topics: numbers, functions, analytical geometry, limits, continuity, derivatives, partial derivatives, maxima and minima, integrals.

The mathematics will be illustrated by problems from economic theories of demand, cost, monopoly, utility, production, taxation, interest. (Text: R. G. D. Allen, *Mathematical Analyses for Economists*, Macmillan, 1939.)

Prerequisites: Bachelor's degree, with college algebra and principles of economics, or equivalent.

## METEOROLOGY

### 158. Elementary Meteorology (2)

W-F 6:30-8 beginning June 14. \$12

CHARLES B. JOHNSON

This course is intended for persons who desire a general outlook in meteorology. It is designed to meet the needs of persons who do not expect to become professionals but to whom a basic knowledge of meteorology is essential because of their daily relations with meteorology and meteorologists. The topics to be discussed include: history of meteorology, the sun and the seasons, cloud observations and interpretation, instruments and measurement of weather elements, structure of the atmosphere, general circulation and secondary circulations, description of the charts and diagrams used in preparing the forecast.

## PUBLIC ADMINISTRATION AND ADMINISTRATIVE PROCEDURE

### 661. Personnel Administration (2)

Tu 6:30-9:30 beginning June 13. \$14

ARTHUR M. McLEAN

Deals with personnel problems which arise when people are associated together in a work situation. It is designed to acquaint the student with the basic personnel policies and practices which have been found necessary and useful in coping with these problems. Trends in public personnel administration and its relationship to over-all management are discussed. The course will be helpful to supervisors and administrators who desire a broad understanding of personnel administration and also to students who need foundation for the more specialized courses in the personnel field.

### 659. Federal Position Classification (2)

M 6-9 beginning June 12. \$14

HERSCHEL F. JOHNSON

An introductory course designed to give the student an understanding of the fundamental concepts of position classification and its uses; the relation of classification to compensation and other phases of personnel administration; the historical background of position classification in the Federal service; an analysis of the Classification Act of 1923 and its amendments and its relation to other personnel processes; position analysis and factors to be considered in the allocation of positions.

Prerequisite: 60 semester hours of college work or consent of the instructor.

### 627. Advanced Federal Position Classification (2)

M-W 6-8 beginning June 12. \$14 (7½ weeks)

JAMES L. BUCKLEY

A detailed study of Federal position classification based primarily on specific cases. Emphasis will be placed on factors which enter into allocation of positions and the application of such factors in actual and hypothetical classification situations.

Prerequisite: Federal Position Classification or technical classification experience.

### 352A. Principles of Accounting—First half (3)

M-W 6-7:30 (lecture) beginning June 12. \$18

WILLIAM K. BROWNOLD

M-W 7:30-9 (laboratory) beginning June 19

Elementary principles of accounting; discussion and problems. At the end of the semester students will be prepared to devise the accounting methods necessary for a small business organization, make the necessary entries in the records, draw up statements at the end of the fiscal year, adjust the accounts for accruals, deferred items, depreciation, etc., and close the books.

#### **408. Administrative Procedure (2)**

F 6-9 beginning June 16. \$12

ROBERT R. EVANS

Intended for persons who wish to become Head Clerks or Administrative Assistants and who wish to organize their knowledge and experience in this field with that in view. Deals with practical aspects of the day-to-day operations of the chief clerk and administrative assistant. Emphasis is placed upon matters for which these persons ordinarily are responsible, such as preparation of budget data, procedural planning, personnel actions, orientation and assignment of new employees, and supervision. The relationship of these functions to specialized services offered by the central personnel, budget, and general service units are also discussed.

#### **410. Federal Auditing Procedure (2)**

Tu 6-9 beginning June 13. \$12

CAREY G. CRUIKSHANK

This short, intensive course is designed particularly to train audit clerks drawn from among employees now working in the lower grades as clerks, typists, machine operators, etc., and to assist audit clerks in their present and prospective positions. It embraces explanations of, discussions on, and practice work with the most important types of government vouchers and covers certain related procedures and documents. The manual used outlines in detail the various procedures.

The course covers general basic principles and definitions of terms; use of standard forms involved; General Accounting Office exceptions, and preparation of replies thereto; administrative suspensions and disallowances; application of statutes, regulations and the Comptroller General's decisions to auditing; special correspondence required in connection with such work; claims and adjustments; purchase order procedures; tax exemption; letters of authorization and travel authority; per diem allowances and computations; methods of travel; and the actual audit of Standard Form 1012 "Reimbursement" vouchers and Standard Form 1034 "Purchase" vouchers.

*Note: Persons who want a short, sped-up approach limited to minimum requirements should take this course. Persons who want more thorough training and a more comprehensive coverage of auditing procedures should take the full-year course beginning in September, 1944.*

#### **412. Federal Accounting Procedure (2)**

Tu 6-9 beginning June 13. \$12

WILLIAM D. PATRICK

Designed particularly to train accounting clerks through instruction of employees now working in lower grades and to assist accounting clerks in present and prospective positions. It embraces explanation of, discussion on, and practice work with the basic ledgers (allotment ledger, objective classification ledger, and general ledger) maintained in connection with funds made available to Federal agencies. Appropriation, apportionment, allotment, disbursement, collection, and reporting processes will be discussed and the relationship between administrative accounts and the accounts kept by the Treasury Department and the General Accounting Office explained.

#### **414. Federal Personnel Procedure (2)**

W-F 6-8 beginning June 14. \$12 (7½ weeks)

VERNA C. MOHAGEN

Deals with basic practices and procedures designed to accomplish appointment, transfer, promotion, demotion, separation, and retirement of Federal employees. The course has three objectives: (1) to keep abreast of current developments in personnel procedures; (2) to become familiar with the legal and administrative background of such procedures (statutes, executive orders, decisions of the Comptroller General, the Civil Service Commission, and the War Manpower Commission, Administrative Orders, etc.); and (3) to visualize the constant need for streamlining procedures in the interests of simplicity and efficiency.

### **SHORTHAND**

#### **429. Beginning Gregg (Functional) (3)**

M-Tu-Th 6-7 beginning June 12. \$18 (16 weeks)

ANNA C. BOLTON

The course will cover the complete system of Gregg shorthand by use of the functional method. It is designed for those who have not studied shorthand, or for those who have some knowledge of shorthand but have not completed a theory course. The aim of the course is to enable the student to read at a speed of 100 words a minute and to write 80 words a minute on familiar material.

#### **430. Intermediate Gregg (Functional) (3)**

Tu-Th 6:30-8 beginning June 13. \$18 (16 weeks)

ARTHUR S. PATRICK

This course is intended for those who have completed the principles of Gregg shorthand and wish to develop speed in taking dictation. It may well serve as a theory review course for those who have lost writing facility through limited use or long disuse. Dictation speeds of from 80 to 100 words a minute on new, standard material will be developed.

### **431. Gregg, 70 to 100 Words (2)**

Tu 6-8 beginning June 13. \$12 (15 weeks)

NAOMI H. EVANS

This course is designed for those who desire a review of theory in Gregg shorthand with dictation from 70 to 100 words a minute. Special attention will be given to the acquisition of a large vocabulary of Gregg outlines. Dictation will be graded from business letters, the Congressional Record, and legal and technical matter relevant to the work in Government offices.

### **432. Gregg, 100 to 130 Words (2)**

W 6:30-8:30 beginning June 14. \$12 (15 weeks)

ARTHUR S. PATRICK

An intensive course on both technical and non-technical materials for students who have a sound foundation in theory and who are able to write 100 words a minute. Designed to develop abilities to take difficult dictation at a rapid rate; to record full secretarial report of conferences; and to record telephone conversations.

## **SOCIAL SCIENCES**

### **607. Problems of International Organization (2)**

W 6-9 beginning June 14. \$14

ALBERT VITON

After a brief survey of the rise of the modern national state system and the conflict in Western thought between nationalism and internationalism, the League of Nations and the other international institutions established at the end of the last war, attention will be focused on the chief political, social, and economic problems which will confront the victorious democracies at the end of the war. Special emphasis will be placed on the problems of the Pacific and Asia. The problems of immediate relief and reconstruction of conquered and occupied areas, and methods now being devised in Britain, the United States, and by exiled governments for dealing with those problems. Contemporary theories of federal union and reconstruction of the League of Nations. The problem of control of national military forces; theories of international military organizations. The nature of the colonial problem, its significance and the possible solutions now being devised. Problems of surplus population, international trade, raw materials and industrialization of "backward" areas. The problem of international security, arbitration of disputes and world economic social planning. Minority and imperialist problems of the Near East. The place of Soviet Russia in the new order in the Pacific, its policies and influence on the peace settlement, and future relations with America. The new balance of power in the Pacific and the role of the United States.

### **608. World Politics (2)**

M 6-9 beginning June 12. \$14

WESLEY M. GEWEHR

A survey of world affairs and international relations. Such topics will be considered as the origins of the World War of 1914-18, the Versailles Conference and the treaties that brought no peace; revolution in Germany and Russia; the conditions that gave rise to Mussolini and Hitler; the nature of Nazism, Fascism and Communism; the breakdown of the peace machinery; the war; basic issues in the Far Eastern situation; problems and prospects of Pan-Americanism.

### **609. The Far East (2)**

W 6-9 beginning June 14. \$14

WESLEY M. GEWEHR

A survey of institutional, cultural, and political aspects of the history of China and Japan, and a consideration of present-day problems of the Pacific area.

### **689. Post-War Problems and Programs in Marketing (2)**

M 6-9 beginning June 12. \$14

FREDERICK L. THOMSEN

This course is based partly upon preliminary findings of the several Department of Agricultural groups working on post-war marketing programs. It is designed to anticipate post-war marketing conditions and the more important marketing problems which will be faced by private and governmental marketing agencies. Alternative programs to deal with these problems will be analyzed. The sessions will comprise both lectures and class discussion. Minimum enrollment, 15.

Lectures will be as follows: (1) Post-war problems in marketing, F. V. Waugh, Chief, Program Analysis and Appraisal Branch, Office of Distribution, WFA; (2) Liquidation of rationing and price controls, J. M. Cavin, Associate Head, Division of Statistical and Historical Research, Bureau of Agricultural Economics; (3) Conversion from war to peace-time marketing programs, Donald Jackson, Chief, Wartime Marketing Problems Division, Program Analysis and Appraisal Branch, Office of Distribution, WFA; (4) Domestic price support and guidance, H. M. Southworth, Chief, Market Outlets Division, Program Analysis and Appraisal Branch, Office of Distribution, WFA; (5) Post-war programs to improve nutrition and farm income, F. V. Waugh; (6) Export markets and programs, J. D. Calderwood, Associate Economist, Office of Foreign Agricultural Relations; (7) New products, facilities, methods, Frederick L. Thomsen, Head, Division of Marketing and Transportation Research, Bureau of Agricultural Economics; (8) Programs to reduce marketing costs, Frederick L. Thomsen; (9) Post-war transportation problems, R. L. Dewey, In charge, Transportation Section, Division of Marketing and Transportation Research, Bureau of Agricultural Economics; (10) Synthesis and examination, Frederick L. Thomsen.



## Mathematics for Economists (See Mathematics and Statistics)

### 690. Air Traffic Management (2)

Th 6-9 beginning June 15. \$14

G. LLOYD WILSON and VICTOR I. GRUBER

A course in the principles and practices of air transport carriers in the domestic and foreign service, designed for those interested in the development of air transportation and the traffic aspects of commercial air-line work.

The scope of the course includes the study of developments of air transportation, including airports and airways; airmail services and rates; air express and freight transportation and rates; air passenger transportation services and fares; the publication of air express and passenger tariffs and other aspects of traffic management as applied to air transportation. The course concludes with the consideration of local, state, Federal and international regulation and development of air transportation.

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### FACULTY

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CAREY G. CRUIKSHANK, A.B., Senior Fiscal Officer, Office of Scientific Research and Development, Office for Emergency Management

MICHELANGELO DE ROSA, M.A., Monitor of Foreign Broadcasts, Federal Communications Commission

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ROBERT R. EVANS, M.A., Staff Assistant, Foreign Funds Control, Treasury Department

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VICTOR I. GRUBER, Assistant to Director, Division of Rates, Office of Defense Transportation

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MOOZA VARVARA POOKHIR, Translation of USSR Material, Geographical Names Division, Department of Commerce

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GERHARDT TINTNER, Ph.D., Associate Professor of Economics and Mathematics, Iowa State College (on leave)

I-MIEN TSIANG, Ph.D., Economic Analyst, Foreign Economic Administration

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NATHALIE VON BRETZEL, Senior Research Assistant, USSR Section, Reference and Editorial Division, Office of Strategic Services

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JOSEPH G. YOSHIOKA, Ph.D., Director, Oriental Science Literature Service, American Documentation Institute



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